College

Office Use Only

Date Received		Equiptment Total	
Checked By		Campus	
Student ID		Inputted Date/ Initials	

USP College 19+ Discretionary Learner Support (DLSF) Application 2019 - 2020

Who do I need to speak to?

If you are worried about money and would like to find out what help and support is available - please speak to a Student Advisor in Student Services. If you have any queries regarding your 19+ DLSF application - please speak to the Admission Team.

For guidance on how to complete the form please see the guidance notes - incomplete forms and those without the required evidence will be returned - this could delay payment.

Please note this application form is for this academic year only. The fund must be applied for each year and new supporting evidence needs to be submitted.

I consent to copies of evidence to be kept on file by USP College ☐

Section 2: Student Details

Please note that it is important you tell us if you change address and/or telephone number.

Forename:

Surname:

Address:

Date of birth:

Age on 31/08/19:

Email:

Postcode:

Home phone:

Mobile:

Section 3: Course Details

Course Title:

Month course starts?

How long does your course last?

Section 4: Household Income

Evidence of household income MUST be from the list below and be attached - incomplete forms and evidence will delay your assessment and payment. Household income refers to all those who live with you.

BENEFIT - MUST be attached if applicable for student and those in your household:

Please tick ✓

Income-Related Employment and Support Allowance
You will need to provide a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. ☐

Income Based Job Seekers Allowance
You will need to supply a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE. ☐

Income Support
You will need to supply a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE. ☐

Guaranteed Pension Credit
You will need to supply a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE. ☐

Tax Credits
With a maximum annual income of £25,000 - estimated income not accepted. You will need to provide a 2019/2020 Tax Credit notice letter confirming income from 2018/2019. PLEASE PROVIDE COPIES OF ALL PAGS OF THE NOTICE. ☐

Universal Credits
You will need to supply award statements from the three most recent months. ☐

Child Tax Credits
You must have an annual gross income of no more than £25,000 as assessed by HMRC. PLEASE PROVIDE COPIES OF ALL PAGES OF THE 2019/20 NOTICE. ☐

Section 5: Other Income (Evidence must be attached)

Do you receive, or do you expect to receive any other income or financial support this academic year?

Yes ☐ No ☐

You must tell us if your financial circumstances change

Section 6: Other Required Details

Have you lived in the UK or EEA for the whole of the past three years?
Yes ☐ No ☐ (If no please give details) _____

Are you an unaccompanied Asylum Seeker?
Yes ☐ No ☐

Do you have any immigration restrictions on the length of time you can stay in the UK?
Yes ☐ No ☐

Have you received Bursary/Learner Support funds in the last two years?
Yes ☐ No ☐

Have you received free school meals previously?
Yes ☐ No ☐ If yes what school did you attend? _____

Are you a waged apprentice?
Yes ☐ No ☐ (If yes please see eligibility criteria in Bursary Guidance)

Section 7: Claim Details

We will notify you in October whether your application has been successful.

Please note if attendance falls below 90% bursary payments will be reduced.

Awards will be paid via BACS payments directly into the **students bank account***, please give details as follows;

Student Bank Account Name
i.e. John Smith

Bank/Building Society

Account Number

Sort Code

EVIDENCE OF BANK A/C DETAILS REQUIRED I.E. BANK STATEMENT OR PASSBOOK

*Students aged 16 or over can open a basic bank account. The basic bank account will allow BACS payments and allow the students to withdraw money. For more information please visit www.bba.org.uk/customers/personal-banking

Section 8: Further Information

Which of the following do you require financial assistance with

- Contribution with transport ☐

The college reserve the right to select the most cost efficient method of award for transport.

Transport	Tick	Amount (Monthly)
Train		
College Bus		
Bus: Please tick one below		
First Bus Southend Metro - £48		
Firt Basildon Inner - £66		
M Ticket - £60		
Arriva Adult Route 1 - £40		

- Equipment (eg. Sports Kits, Books etc.) ☐

Please specify resource and cost

- Contribution towards essential trips ☐

Please specify trip and cost

- DBS Check ☐
- Childcare ☐

**Please include letter from childcare provider as evidence*

Section 9: Declaration (to be signed by the student)

- I declare that the information given here is correct to the best of my knowledge
- I understand that the college may take steps to verify the information given
- I understand that any equipment remains the property of USP College and I will return the equipment at the end of my course
- I understand that wilfully giving false information may lead to action being taken against me
- I agree to inform Admissions in writing of any change to my personal, family or financial circumstances
- I understand that once a written offer is received, any financial assistance is subject to satisfactory attendance and behaviour and if conditions are not adhered to, funding may be withdrawn and I may be liable to repay any payments received.

Students Signature: **Date:**

I agree to the condition of receiving Bursary Funding ☐